



Department of Justice

Billing Code: 4410-FY

Bureau of Alcohol, Tobacco, Firearms and Explosives

[OMB Number 1140-0080]

Agency Information Collection Activities:

Proposed collection; comments requested:

Notification of Change of Mailing or Premise Address

ACTION: 60-Day Notice of Information Collection Under Review

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The Department of Justice (DOJ), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995. The proposed information collection is published to obtain comments from the public and affected agencies. Comments are encouraged and will be accepted for “sixty days” until [insert the date 60 days from the date this notice is published in the Federal Register]. This process is conducted in accordance with 5 CFR 1320.10.

If you have comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, please contact Christopher Reeves, Chief, Federal Explosives Licensing Center at [Christopher.R.Reeves@usdoj.gov](mailto:Christopher.R.Reeves@usdoj.gov) or 244 Needy Road, Martinsburg, WV 25405.

Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Summary of Information Collection:

- (1) Type of Information Collection: Extension of a currently approved collection.

- (2) Title of the Form/Collection: Notification of Change of Mailing or Premise Address.
- (3) Agency form number, if any, and the applicable component of the Department of Justice sponsoring the collection: Form Number: None. Bureau of Alcohol, Tobacco, Firearms and Explosives.
- (4) Affected public who will be asked or required to respond, as well as a brief abstract: Primary: Not-for-profit-institutions. Other: Business or other for-profit.

#### Need for Collection

Licensees and permittees whose mailing address will change must notify the Chief, Federal Explosives Licensing Center, at least 10 days before the change. The information is used by ATF to identify correct locations of storage of explosives licensees/permittees and location of storage of explosive materials for purposes of inspection, as well as to notify permittee/licensees of any change in regulations or laws that may affect their business activities.

- (5) An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond: It is estimated that 1,000 respondents will take 10 minutes to respond via letter to the Federal Explosives Licensing Center.
- (6) An estimate of the total public burden (in hours) associated with the collection: There are an estimated 170 annual total burden hours associated with this collection.

If additional information is required contact: Jerri Murray, Department Clearance Officer, Policy and Planning Staff, Justice Management Division, Department of Justice, Two Constitution Square, Room 2E-508, 145 N Street NE, Washington, DC 20530.

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Jerri Murray

Department Clearance Officer, PRA

U.S. Department of Justice

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